



REGIONAL INSTITUTE OF EDUCATION, AJMER

(National Council of Educational Research & Training)
(NAAC accredited with A+ Grade Institution of NCERT)

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Performa for checking of original documents and depositing fees etc. Session 2025 - 2026

Programme/Course : Registration /Appication. No.....

1. Name of Student (In Capital letters) :
Mob.No. E-mail
2. Mother's Name :
Mob.No. E-mail
3. Father/Guardian's Name :
Mob.No. E-mail
4. Date of Birth :
5. Category :
(General/EWS/OBC/SC/ST/PWD)
6. Aadhar Card No. :
7. State from which you have been selected for admission :
8. Annual Income of Parents :
9. Residence Address :
.....
Post.....Distt.....
State.....Pin
- 10.Name of Home-Town :
- 11.Nearest Railway Station :
- 12.Nearest Bus Station :
(For of Railway/Bus Concession)
- 13.Are you employed ? :
(If employed, give the name & address of the Employer)
- 14.Teaching Experience (Certificate to be enclosed duly countersigned by the Inspector of School/ District Education Officer/BDO) :
- 15.Name of the Institution last attended. :
- 16.Name of the Board/University last attended :
- 17.In case you have already been enrolled in the :
MDS University, Ajmer please mention your Enrolment Number
- 18.Whether Hostel accommodation is required? : Yes / No
- 19.Whether Police verification certificate is enclosed? : Yes / No

P.T.O.

20. **Academic Records :**

Examination Passed	Year	Division	<u>MARKS</u>		Percentage of marks obtained	Subject Offered
			Maximum	Obtained		
Sr. Sec./Inter/+2						
B.A./B.Com./B.Sc.						
M.A./M.Com./M.Sc.						
B.Ed./B.T./L.T.						
M.Ed.						
Other						

Date :

Full Signature of the student

FOR OFFICE USE ONLY

Original documents have been checked by me and found correct. Self Attested/Attested copies of necessary documents along with the Original Transfer Certificate/College Leaving Certificate/Relieving letter/No Objection Certificate from the Organization/Institution last served/serving are enclosed in the original Application Form.

The student Ms./Mr. reported in the forenoon/afternoon of

CHECKING OFFICER

Fees may be accepted/not accepted.

CONVENOR

HEAD OF DEPARTMENT/CHAIRPERSON ADMISSION COMMITTEE

PRINCIPAL

Hostel accomodation allowed/not allowed.

CHIEF WARDEN

FOR ACCOUNTS SECTION USE ONLY

Ms./Mr. has deposited her/his fees amounting to Rs. vide Receipt No. dated

Dated

Signature of Cashier



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Application for Hostel Admission

Session 2025-2026

1. Name of Student :Mob.No.....
2. Aadhar No. :
3. Mother's Name :Mob.No.....
4. Father/Husband/Guardian's Name :Mob.No.....
5. Permanent Home Address :
.....
6. Local Guardian and Address (if any) :
with Phone/Mobile No.
7. Programme/Course Admitted to :
8. Date of Admission :
9. Fee Receipt No.:and Date.....
- 10.Name and Address of Persons to be contacted in emergency :
(1)..... Mobile No.
(2) Mobile No.
- 11.**Declaration:** (i) The above information is correct to the best of my knowledge and belief.
(ii) I have read and fully understood the rules and regulations of the hostel. I shall abide by them.
(iii) In case I fail in the University Main Examination, I shall immediately vacate the hostel.

Date :

Signature of the Student

Remarks of the Head of the Department : Recommended/Not recommended for admission.

Date :

Signature of HOD

ORDER

Ms./Mr. D/o W/o S/o.....
 is hereby provisionally allotted Room No..... inHostel w.e.f.
 Her/His admission is subject to her/his good conduct during the stay in the hostel.

Warden

Chief Warden

ACKNOWLEDGEMENT

I have occupied Room No..... of Hostel. I have taken possession of the following articles which are in good condition. The safe custody of these articles is my responsibility. If I am found involved in any activity leading to damage to the hostel property, I will bear the expenses of the damage.

Table-1, Ceiling Fan-1, Chair-1, Cot-1, Complete Tube Light-1

Place: Ajmer

Signature of the Hosteler
Date: _____

This form should be submitted to the Hostel Clerk



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DECLARATION / UNDERTAKING

I, Ms./Mr. D/o W/o S/o Shri
in the light of Supreme Court judgment hereby solemnly declare that:

1. I have never indulged in any incident of ragging nor I will indulge in such kind of act in future. If I am found indulged in such activities of ragging, my admission will be automatically stand cancelled.
2. I have gone through all the rules and regulations of the Institute and I agree to abide by the same. I will adhere to all the rules pertaining to discipline of the hostel and the Institute. In previous classes I was not involved in any act of indiscipline. I shall not indulge in any indiscipline activities leading to damage of Hostel/Institute furniture, CCTV Camera's etc. I also declare that I shall submit the hostel admission form in the stipulated time. I shall not take any part in the unauthorised occupancy in the hostel room. I also declare that I am not working in any government/semi government/autonomous/private institution.
3. I was never charged of any misbehaviour/crime and neither I have been released on bail in matter of any criminal act and no criminal case is pending against me in any Court of law.
4. No complaint/FIR has been lodged against me by any authority of previous Institution in which I studied.
5. I am well aware of the University rules regarding 80% attendance in each subject, which is compulsory, failing which I shall be debarred from taking the examination. If I remain absent without intimation to the Institute continuously for 15 days or more from the Institute for any reason, my name shall be struck off automatically from the students roll.
6. I shall attend classes regularly in the Institute and my admission can be cancelled if I continuously remain absent without the permission of Principal for a period of fifteen days or more. If, due to shortage of attendance, I am detained from appearing in the University Examination the responsibility would be of my own.
7. I hereby undertake that I shall participate in all the celebrations hosted by the Institute positively and abide by all the rules and regulations of the Institute. In case of my unsatisfactory conduct in and or outside the Institute, my admission may be cancelled and I may be expelled from the Hostel and or Institute.
8. I declare that all the entries in my admission form are true and correct to the best of my knowledge and belief. In case anything is found wrong/incorrect my admission will automatically stand cancelled.
9. In case any relevant information is found to be suppressed by me, my admission can be cancelled at any time.
10. I shall abide the rules and regulations mentioned in ordinance of Maharshi Dayanand Saraswati University, Ajmer.
11. For maintaining the decent, responsible & discipline behaviour along with Psychological & Acute diseases (such as Panic Attack & Suicidal tendencies) etc. whole responsibility will be of the Parents and Guardian not of the Institute.

Date _____

Signature of the student _____

Name _____

Class _____

My latest Home address is:-

I agree to abide by the declaration/undertaking given by my ward.

Signature of the parents/Guardian _____

Name _____

Relation with the student _____

Emergency contact number _____



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UNDERTAKING BY STUDENT

I _____ (name of student) D/o S/o _____
_____ do hereby undertake that in case my phase wise attendance is found short (as
per M.D.S.U., Ajmer norms) in R.I.E., Ajmer for the 2025-26 (Session/Semester) in class
_____, my admission from this Institution or Hostel or both may be
cancelled.

Signature of the Student.....

Name of the Student.....

Session 2025-26

UNDERTAKING BY PARENTS/GUARDIAN

I _____ (name of parent) _____ (Relation) of
_____ (name of student) do hereby undertake that I am aware of
attendance rules (M.D.S.U., Ajmer) and cancellation of admission due to shortage in attendance. In
case the shortage of the attendance of my ward _____ (name of
student), her/his admission may be cancelled from the Institute or Hostel or both.

Signature of the Parents/Guardian.....

Name of the Parents/Guardian.....

ANNEXURE I
AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with Registration Number)
S/o D/o Mr./Mrs./Ms. _____, having
been admitted to _____ (name of the institution), have
received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (hereinafter called the "Regulations ") carefully read and fully understood the
provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the
penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting
ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the
Regulations .
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be
constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the
Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or
any law for the time being in force.
- 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on
account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm
that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
 - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity
while in and off the institution campus.
 - b. I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned
clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name : _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false
and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month), -----(year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the -----(day) of -----(month), -----
(year) after reading the contents of this affidavit.

OATH COMMISSIONER

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for
the forthcoming academic session.*

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian)
father/mother/guardian of, _____ (full name of
student with Registration Number), having been admitted to

_____ (name of the institution), have received or
downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational
Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the
provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of
the penal and administrative action that is liable to be taken against my ward in case he/she is found
guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of
the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that
may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause
9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward
under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in
the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and
further affirm that, in case the declaration is found to be untrue, the admission of my Ward is liable to be
cancelled.
- 6) Along with the above mentioned points I do hereby declare that
- a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-
disciplined activity while in and off the institution campus.
- b) My ward will be solely responsible for any kind of accident/mishap caused on account of the
above mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent
Name : _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false
and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month), -----(year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the -----(day) of -----(month), -----
(year) after reading the contents of this affidavit.

OATH COMMISSIONER

*Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the
forthcoming academic session.*

पहचान-पत्र के लिए आवेदन
Application for Identity Card

4-year ITEP (B.A.B.Ed./B.Sc.B.Ed.) / Two Year Programme (B.Ed./M.Ed.) 2025-26

1	छात्र/छात्रा का नाम	हिन्दी में In English (Capital Letters)	Paste Latest Photo
2	माता का नाम	हिन्दी में In English (Capital Letters)	
3	पिता का नाम	हिन्दी में In English (Capital Letters)	
4	कार्यक्रम का नाम व सत्र	कोर्स/कार्यक्रम सेमेस्टर/सत्र	
5	विद्यार्थी की जन्म तिथि		
6	विद्यार्थी का आधार कार्ड संख्या		
7	विद्यार्थी का मोबाईल नम्बर		
8	ब्लड ग्रुप		
9	वर्तमान निवास का पता (संस्थान के छात्रावास का पता)	हिन्दी में In English (Capital Letters)	

कृपया उपरोक्त सूचना अनुसार परिचय-पत्र जारी करने का श्रम करावें।

हस्ताक्षर विद्यार्थी

To

The Principal,
Regional Institute of Education,
AJMER (Raj.)

Subject : Undertaking for submission of pending documents.

Sir,

I _____ Reg./Appl. No. _____
Son/Daughter of Shri _____
a candidate for admission to _____ (Name of Programme/Courses
with Group/Major) do hereby **undertake to submit the following pending documents within
fifteen days from the date of admission failing which my admission may please be cancelled.**
I may kindly be allowed to deposit Institute's fees and get provisional admission.

S.No.	Name of Document	Please Tick (✓) against the documents which is/are pending and need to be submitted within 15 days from the date of admission.
1	Transfer Certificate (TC)	
2	Character Certificate (CC)	
3	Police Verification Certificate	
4	Family Income Certificate	
5	Affidavit for Mother Income in case of House wife	
6	Annexure-I Affidavit by the student for Anti Ragging	
7	Annexure-II Affidavit by the Parent/Guardian for Anti Ragging	

Yours faithfully,

Signature_____

Name_____

Class _____

Date: _____

Following documents submitted during Counselling

CHECK LIST

1. Performa for checking of original documents and depositing fees etc.
2. Application for Hostel Admission

First Set:-

- 1 Application Form of CEE-2025 with candidate signature
- 2 CEE-2025 Result Card - Self Attested
- 3 B.Ed. Marksheet – Original (For M.Ed. Students)
- 4 All Marksheets of Graduation - Original (For B.Ed. Students)
- 5 Secondary Marksheet - Self Attested Photocopy
- 6 Sr. Secondary Marksheet - Self Attested Photocopy
- 7 Domicile Certificate for Residence Proof - Self Attested Photocopy
- 8 Caste Certificate for OBC/SC/ST - Self Attested Photocopy
- 9 EWS/PWD Certificate - for EWS/PWD candidate - Self Attested Photocopy
- 10 Undertaking by Student for Attendance - Original
- 11 Declaration/Undertaking – Original
- 12 Medical Certificate - Original
- 13 Police Verification Certificate - Original
- 14 T.C. & C.C. - Original
- 15 Aadhar Card - Self Attested Photocopy
- 16 Affidavit by the Student - Annexure I (Affidavit on Stamp Paper)
- 17 Affidavit by Parent/Guardian - Annexure II (Affidavit on Stamp Paper)
- 18 Family Income Certificate 2024-25 (Issued after 31st March, 2025) - Self Attested Photocopy
- 19 Undertaking for submission of pending documents
- 20 Application for Identity Card

Second Set:-

- 1 B.Ed. Marksheet – Original (For M.Ed. Students)
- 2 All Marksheets of Graduation - Original (For B.Ed. Students)
- 3 Secondary Marksheet – Original
- 4 Sr. Secondary Marksheet – Original
- 5 All Marksheets of Graduation - Original
- 6 Domicile Certificate for Residence Proof - Original
- 7 Caste Certificate for OBC/SC/ST - Original
- 8 EWS/PWD Certificate – for EWS/PWD candidate - Original
- 9 Aadhar Card - Original
- 10 Family Income Certificate 2024-25 (Issued after 31st March, 2025) - Original